

EDRMS TRIM Tip Information Security Labels

Primary audience: Information Workers

How to apply OCIO Information Security Classification system standard labels to TRIM folders.

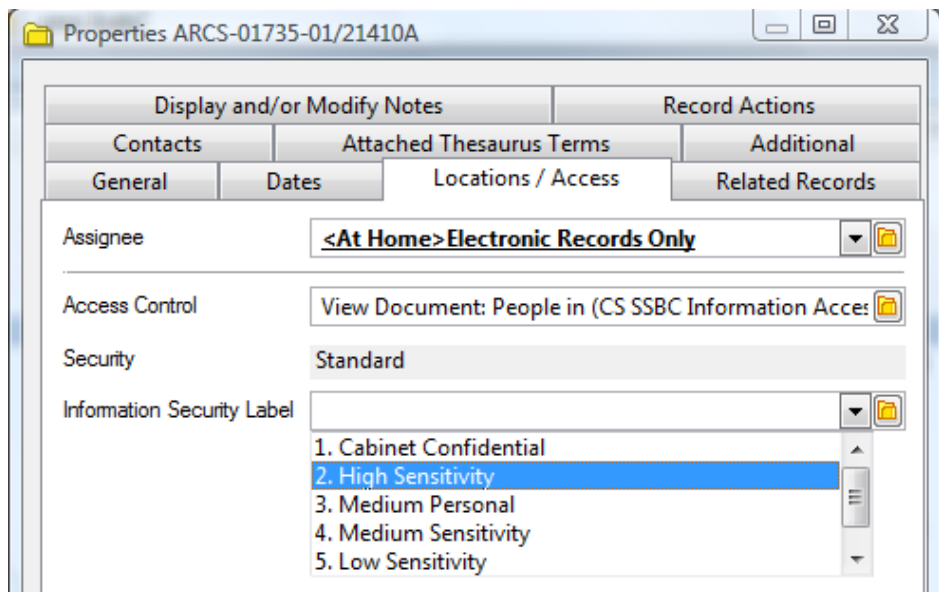
Information Workers can apply standard security classification labels to TRIM folders using the additional field named **Information Security Label**. This field will enable Information Workers to search and confirm that folders have appropriate access controls and storage locations.

See Additional Information and Contacts at the end of this tip.

The following instructions show how the Information Security Label field can be updated in two ways, using the folder properties **Locations | Access** tab and also by selecting **Details | Additional Fields**; and that the field may be displayed in the List Pane and View Pane.

Locations | Access tab

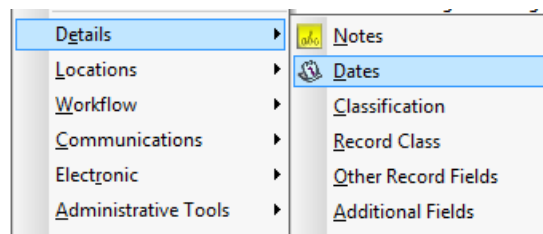
Select the folder properties **Locations | Access** tab. Using the drop-down list of values or the yellow quick select folder, select the appropriate security label. Click **OK**.



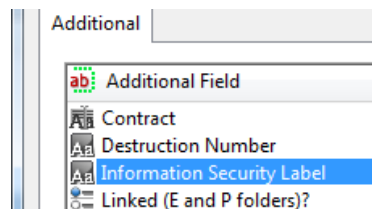
Details | Additional Fields.

Right mouse click on an existing folder.

Select **Details | Additional Fields**.

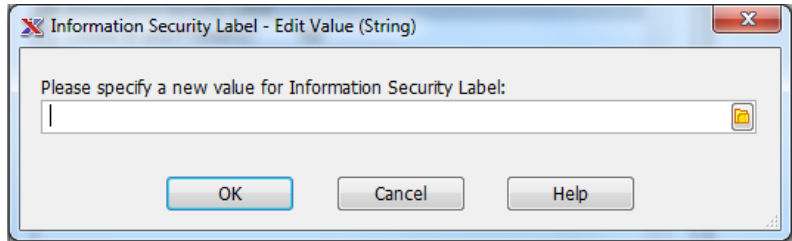


Highlight the **Information Security Label** field, and click on **Modify**.

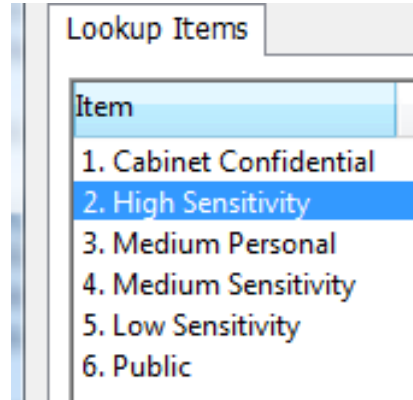


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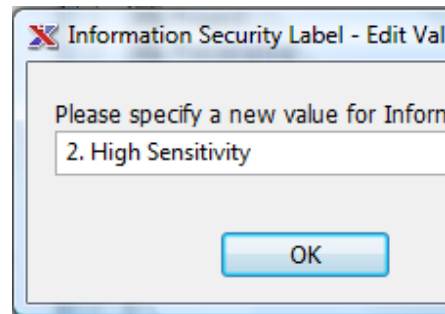
This brings up the Information Security Label window. Click on the yellow quick select folder to display a list of available security labels.



Select the appropriate label. Click **OK**.



Your selection will now display. Click **OK** to confirm.

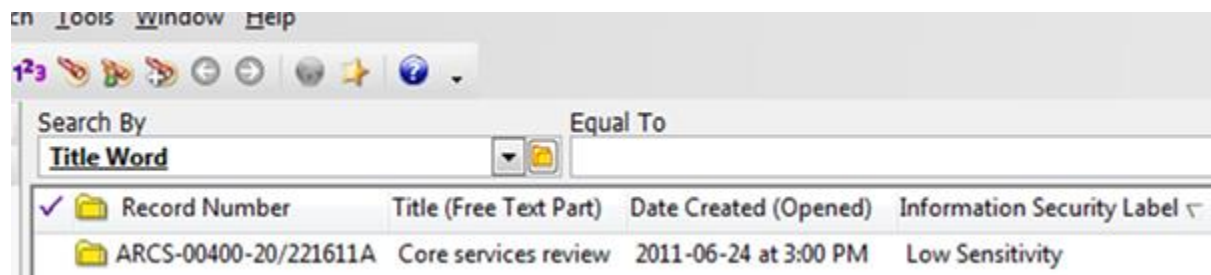
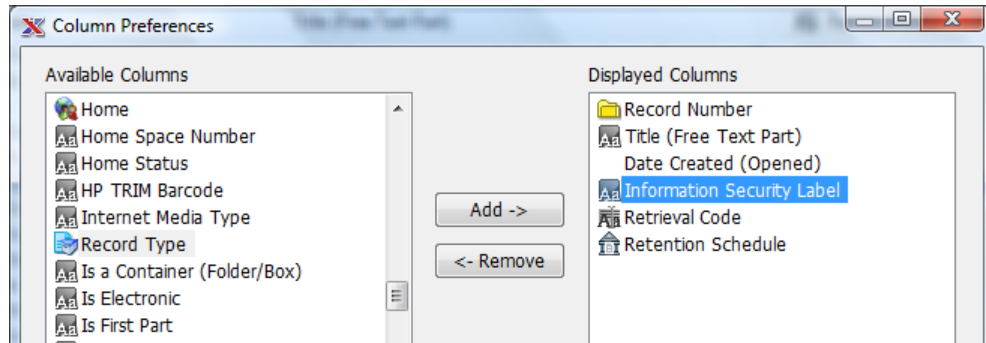


The value column of the **Information Security Label** will display your selection. Click **OK**.

ab	Additional Field	Value
ab	Contract	
ab	Destruction Number	
ab	Information Security Label	2. High Sensitivity
ab	Linked (E and P folders)?	No

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The **Information Security Label** can be displayed as a List Pane column and View Pane field.



Record Number	ARCS-01735-01/21410A
Information Security Label	2. High Sensitivity
Access Control	View Document: People in (CS SSBC Information Access Operations or File Cre (see Record Type 'CS SSBC INFORMATION ACCESS OPS F- FOLDER')